

## RESEARCH PAPER EDIT SHEET # \_\_\_\_\_

(Writer's Name) \_\_\_\_\_

(Paper's Title) \_\_\_\_\_

Editor #1 \_\_\_\_\_

Relationship to writer: \_\_\_\_\_

### **OVERALL:**

1. Please read the entire essay. Please circle any obvious grammatical and mechanical errors.
2. **Does the paper appear to be in MLA format?** *(Please check all that apply)*
  - ☐ Is there a proper heading in the upper left hand corner (Student's name, teacher's name, class title & period, then date?)
  - ☐ Is there a centered title on the front page?
  - ☐ Is the entire paper (including the heading and title) double spaced with NO additional spacing between each?
  - ☐ Is each beginning word of a new paragraph indented?
  - ☐ Is the entire paper written in Times New Roman 12-point font? *(Compare it to this handout to be sure.)*
  - ☐ Does there appear to be 5 paragraphs?
  - ☐ Is there a Works Cited page attached with at least 3 sources (at least 1 book and 1 online source)?
  - ☐ As you skim through the paper, can you find at least 3 parenthetical citations which provide the author's last name and a page number [if a book] in parenthesis after a direct quote?

### **INTRODUCTORY PARAGRAPH**

1. Does the introduction begin with an "attention-getting" sentence that enticed you to want to read more?  
Yes                      No  
If not, please provide a suggestion for improvement to the writer on how to make it more "attention-getting". Thank you in advance.
2. Please identify the thesis. Is it located in the last sentence of the first paragraph, as it should be?  
Yes                      No
3. What 3 subtopics does this paper promise to discuss, according to its thesis?
4. Did the writer use any personal pronouns in his/her paper so far? Such as "I, me, my, our, us, you, your, etc." etc?  
Yes                      No  
If so, please provide the writer some feedback as to how to rewrite that sentence/section without the use of these words.
5. Did the writer deliberately write something obvious such as "In this paper, I will be..."  
Yes                      No  
If so, please provide the writer some feedback as to how to rewrite that sentence/section without the use of these words.
6. Is the introductory paragraph a minimum of 5-7 sentences?  
Yes                      No

### **BODY PARAGRAPHS**

7. Is the first subtopic mentioned in the introductory paragraph's thesis statement the focus of the first body paragraph?
- Yes                      No
- If not, what needs to be changed?
8. Is the second subtopic mentioned in the introductory paragraph's thesis statement the focus of the second body paragraph?
- Yes                      No
- If not, what needs to be changed?
9. Is the third subtopic mentioned in the introductory paragraph's thesis statement the focus of the third body paragraph?
- Yes                      No
- If not, what needs to be changed?
10. Did the writer begin each body paragraph with a topic sentence that reintroduced its subtopic from the thesis statement?
- Yes                      No
- If not, what needs to be changed?
11. There should be 3 direct quotes used. Did the write provide proper citation for each one?
- Yes                      No
- Explain/ Suggestions:
12. Did the writer provide enough explanation and context (in his/her own words) to help support each direct quote and to make it "flow" smoothly within his/her own writing?
- Yes                      No
- Explain/ Suggestions:
13. Were any of the writer's direct quotes more than 1 line of the paper?
- Yes                      No
- If so, please make a suggestion as which directly quoted words or sentences could be left out of the direct quote and/or could instead be paraphrased instead.
14. Did the writer conclude each body paragraph with a summary or 'closing' sentence?
- Yes                      No
- Explain/ Suggestions:
15. Did the writer include transitional phrases or words to help connect one idea to the next and/or to introduce examples?
- Yes                      No                      Yes, but not enough
- If no (or "Not enough"), where do you suggest the writer add more transitions?
16. Did each body paragraph contain a minimum of 7 sentences in his/her own words (therefore, excluding the direct quotes)?
- Yes                      No
- Explain/ Suggestions:

17. Overall, were any of the 3 body paragraphs lacking information, explanation or support to help the reader better understand each intended subtopic from the thesis?

Yes No

If not, what needs to be changed?

18. Did the writer use any personal pronouns in any of the body paragraphs? Such as “I, me, my, our, us, you, your, etc.” etc?

Yes No

If so, please provide the writer some feedback as to how to rewrite any sentence/section without the use of these words.

### **CONCLUSION PARAGRAPH**

19. Does the concluding paragraph rephrase the thesis and summarize the arguments of support? (The concluding paragraph should not COPY the thesis; it should be restated.)

Yes No

If not, what needs to be changed?

20. Does the conclusion paragraph effectively “wrap up” the main points of the paper, providing at least one reference (example, explanation, etc.) regarding each of the 3 subtopics?

Yes No

If not, what needs to be changed?

21. Did the writer introduce any new information in the conclusion that was not discussed in the paper, thus leaving the writer feeling frustrated with more questions left unanswered?

Yes No

Explanation/ Suggestions:

22. Is the introductory paragraph a minimum of 5-7 sentences?

Yes No

### **WORKS CITED PAGE**

23. Does the writer’s Works Cited Page begin on a separate page than the rest of his/her paper?

Yes No

24. Is the students’ heading (name, teacher’s name, etc.) in the upper left hand corner?

IT SHOULDN’T BE.

Yes No

25. Does there appear to be at least one book among the sources listed?

Yes No I’m not sure.

26. Does there appear to be at least one online source among the sources listed?

Yes No I’m not sure.

27. Does the Works Cited page appear to be in proper MLA format? Please look for these “bare minimum” signs: (*Check off all that apply*)

- ☐ Are there at least 3 sources listed?
- ☐ Is it still written in Times New Roman 12-point font?
- ☐ Is the page titled “Works Cited” and is the title centered at the top?
- ☐ Does every source have a “hanging indent” (which means that the second line is indented instead of the first line; it’s opposite from a normal paragraph)?

**THANK YOU FOR YOUR HELP!!!! ☺**